

## Finance and Administration Manager

**Hours:** full-time

**Location:** Ouagadougou, Burkina Faso

**Salary:** Commensurate with required experience and qualifications (Monthly gross salary: 716,950 FCFA – 914,580 FCFA)

**Contract:** 1 year renewable after probation period

### About IRC:

Headquartered in The Hague, the Netherlands, IRC is a leading think-and-do-tank in the water, hygiene and sanitation (WASH) sector. Our work spans over 25 countries around the globe. Established in Burkina Faso since 2012, our mission is to provide innovative, evidence-based solutions to ensure reliable and sustainable WASH services in rural and semi-urban areas in Burkina Faso and other francophone countries in West Africa. Please join us in carrying out our mission (<http://www.ircwash.org/>).

### Programme Overview:

The Burkina Faso Country Programme has a cooperative agreement with the Burkina Faso Government to support strategic stakeholders in implementing a Service Delivery Approach, for improving aid-effectiveness and for improving inter-sectorial cooperation in the WASH sector. The programme is based on 5-year renewable operational plans (OP) until 2030. The first OP covers the period from 2012 to 2016.

### Roles and Responsibilities:

The Finance and Administration Manager will oversee and manage administrative, logistical, human resources and finances of the programme, in compliance with policies and procedures of IRC HQ and financing partners (USAID, EU, private foundations, etc.). The position will require close collaboration with IRC HQ to ensure adequate and timely responses to all reporting needs and to provide sufficient support to technical staff and activities. Specific responsibilities include but are not limited to:

- Work with the Country Director (CD) to ensure efficient functioning of administrative and financial processes and maintain adequate internal control;
- Develop and maintain personnel and operational manuals, as well as financial and accounting procedures that comply with IRC's policies & procedures and Burkinabé laws, policies and customary labour practices;
- Develop and manage budgets for project components and activities, in close collaboration with CD and HQ Project Controller;
- Oversee the day-to-day accounting processes and the production of monthly financial reporting to the IRC Country Office and IRC HQ;
- Oversee the timely and accurate preparation of monthly cash flow projections; monitoring cash flow throughout the month and do monthly bank reconciliations;
- Develop procedures in coordination with CD and HQ Project Controller to ensure that cash needs for forthcoming activities are addressed in a timely manner consistent with cash management requirements;
- Preparation of project financial reports, project evaluations and input for project auditing;
- Communicate regularly with other key technical personnel and local staff to ensure that smooth administrative and financial processes are upheld;
- Responsible for management of sub-grants to project's subcontractors;

- Responsible for all logistical, administrative and procurement matters;
- Manage procurement and inventory procedures, in accordance with Burkina Faso policies and regulations;
- Work in close collaboration with CD and other appropriate staff to ensure contracts monitoring and reporting;
- Oversee recruitment of locally hired personnel;
- Monitor annual employee performance reviews in consultation with CD;
- Monitor local salary levels, working conditions and benefits and providing guidance to CD and country office staff;
- Administer employee files and records in order to ensure accurate payment of benefits and allowances;
- Administer payroll in order to ensure that employees are paid in an accurate and timely manner;
- Develop and manage human resources procedures.

**Minimum Qualifications:**

- Master's Degree or higher in Business Administration, Finance, Accounting, or other relevant field (an official degree of a reputable institution is mandatory);
- At least 5 years' experience in equivalent position or function, meaning administrative and financial management of large international development projects, including experience in management of EU and/or USAID funded projects and a track record in developing and managing large budgets (average 1.5 million Euros per year);
- Familiarity with compliance to EU and USAID procurement regulations and Burkina Faso accountancy, tax and acquisition policies and regulations are highly expected;
- Excellent verbal, interpersonal, and written communication skills in French;
- Good verbal and written communication skills in English essential;
- Ability to work effectively and thrive in a matrix management setting in a fast-paced environment;
- Strong time management and organizational skills; demonstrated ability to work well independently and in intercultural teams;
- Proven ability to finish high quality work in a timely manner with flexibility when necessary to comply with deadlines and adapt to changing work conditions;
- Ability and willingness to travel domestically occasionally.

**To Apply:**

- Please send your application letter and CV to [recruitment@irc.nl](mailto:recruitment@irc.nl) latest Wednesday 30th April 2014.
- Due to the large number of inquiries we receive, only candidates clearly meeting the requirements for this position will be considered. Only those candidates short-listed for an interview will be contacted.
- We aim to organise selection interviews in the week of 12-16 May 2014.
- Since we are active around the world in the field of WASH services, we may wish to retain your CV in our consultant database against other/future opportunities, unless you direct us otherwise.

Thank you.

**Apply before:** Wednesday 30 April 2014